NORTH SCOTT HIGH SCHOOL

HOME OF THE "LANCERS"

PARENT/STUDENT HANDBOOK

1999-2000 EDITION

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FIGHT SONG

CHEERS, CHEERS FOR OL' NORTH SCOTT HIGH!
WE PILE THE VICTORIES CLEAR TO THE SKY.
FOR WE NEVER STOP TO REST.
WE KEEP ON FIGHTING TO DO OUR BEST.
WHETHER WE LOSE OR WHETHER WE WIN.
WE WILL BE LOYAL UNTIL THE END.
WHILE OUR LANCER TEAMS GO MARCHING
ONWARD TO VICTORY!

NORTH SCOTT LANCERS

THE MISSION OF THE NORTH SCOTT COMMUNITY SCHOOL DISTRICT, A UNIQUE BLEND OF RURAL AND METROPOLITAN OPPORTUNITIES, IS TO PRODUCE GRADUATES WITH THE CAPACITY TO BE SUCCESSFUL IN A CHANGING WORLD BY INCORPORATING ABUNDANT RESOURCES AND OFFERING A BROAD-BASED CURRICULUM IN A RESPECTFUL, SAFE ENVIRONMENT.

Dear Parents and Students,

Welcome to North Scott High School. The staff and administration are looking forward to working with you throughout the 1999-2000 school year.

North Scott High School provides numerous opportunities to promote your success. An extensive curriculum focused on meeting the needs of all students is a mission of the school and district. Extracurricular opportunities to enhance the educational experience of all students are in place to meet a variety of interests and ability levels.

North Scott High School provides opportunities through the efforts of an extremely competent and professional staff and top educational facility. We sincerely hope that upon your exit from our school that your life has been enriched from the experience and you have all of the opportunities available that your individual potential may allow.

Our goal is your success. Best wishes for a rewarding and meaningful year.

Sincerely,

Nicholas Hobbs, Principal

"Real Champions Practice Good Sportsmanship and Citizenship"

You, as spectators are permitted to attend extracurricular activities only as guests of the school district. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but is embarrassing to the students, the school district and the entire community.

If a spectator at an extracurricular activity becomes physically or verbally abusive, uses vulgar or obscene language, or in any way impedes the performance of an activity, the school administration may recommend the exclusion of spectator for the present and/or future activities.

Any student/fan who is representing North Scott at any of our extracurricular activities is responsible to conduct their actions in such a manner as to represent high ideals and principals of North Scott High School. Students are expected to refrain from taunting, using inappropriate cheers, language, and other negative actions which put our school and our athletes at risk.

Students we are asking for your cooperation. Attendance at these events is considered a privilege. Students we want you to have fun, however, if you choose not to follow these guidelines you will be asked to leave the premises and will not be allowed to attend future North Scott sporting events.

SCHOOL HOURS

Classes start at 8:00 A.M. and end at 3:05 P.M. **Students may be in the building after 3:10 only with teacher supervision.** The Commons/Cafe is locked at 3:45 P.M. The west end of the building is locked at 4:30 P.M. and the entire building is locked at 8:05 P.M.

BELL SCHEDULES

REGULAR SCHEDULE

8.00 - 9:36 Periods A1 & B5 (96)
9:41 - 11:05 Periods A2 & B6 (84)

11:10 - 11:40 A Lunch
11:40 - 1:04 Periods A3 & B7 (84)

11:10 - 1152 1/2 Periods A3 & B7 (42)
11:52 - 12:22 B Lunch
12:22 - 1:04 1/2 Periods A3 & B7 (42)

11:10 - 12:34 Periods A3 & B7 (84)
12:34 - 1:04 C Lunch

1:09 - 1:36 Homeroom (27)
1:41 - 3:05 Periods A4 & B8 (84)

2 HOUR LATE START

10:00 - 11:00 Periods A1 & B5 (60)

11:O5 - 11:35 A Lunch
11:35 - 12:35 Periods A2 & B6 (60)

11:05 - 11:35 1/2 Periods A2 & B6 (30)
11:35 - 12:05 B Lunch
12:05 - 12:35 1/2 Periods A2 & B6 (30)

11:05 - 12:05 Periods A2 & B6 (30)
12:05 - 12:35 C Lunch

12:40 - 1:40 Periods A3 & B7 (60)
1:45 - 2:00 Homeroom (15)
2:05 - 3:05 Periods A4 & B8 (60)

1 HOUR EARLY DISMISSAL

8:00 - 9:31 Periods A1 & B5 (91)
9:36 - 10:51 Periods A2 & B6 (79)

10:56 - 11:26 A Lunch
11:26 - 12:45 Periods A3 & B7 (79)

10:56 - 11:33 1/2 Periods A3 & B7 (37)
11:33 - 12:03 B Lunch
12:03 - 12:45 1/2 Periods A3 & B7 (42)

10:56 - 12:15 Periods A3 & B7 (79)
12:15 - 12:45 C Lunch

12:50 - 2:05 Periods A4 & B7 (75)

The candy and pop machines are turned off from 10:45 - 1:45

The cafeteria is closed for cleaning from 1:05 - 1:40

CLOSED CAMPUS

Students are not permitted to leave the school grounds during the school day unless permission has been granted through the Nurse's Office and they sign out in the Associate Principal's Office.

PROCEDURE FOR STUDENTS LEAVING DURING CRISIS

Students will be released to parents who sign for and document time and date of picking up their child. Only persons designated on the enrollment or emergency card may pick up students unless there is a phone call which can be verified from the parent or guardian.

STRANGERS ON CAMPUS

Strangers who fail to identify themselves or their business at school with the office will be directed to leave the campus immediatley. **Loitering on a school campus or in a building or near a school campus is a misdemeanor and is covered by Iowa law.**

HALL PASSES

No student may be in the halls during class or lunch time without a hall pass. ***A student planner will contain hall passes.***

WHAT TO DO IF:

YOU ARE ABSENT FROM SCHOOL: A parent/guardian is to call the nurse between 7:30 and 10:00 AM on the morning you are absent. **PHONE #285-3217**

YOU ARE GOING TO BE ABSENT FROM SCHOOL IN THE FUTURE: Bring a note to the Nurse's Office before you will be gone and then make arrangements with your teachers for the work you will miss. You may have a parent and/or guardian notify the nurse prior to the absence by phone at **285-3217.** The student still remains responsible for homework assignments.

YOU WOULD LIKE TO BRING A VISITOR TO SCHOOL FOR THE DAY: A student who desires to bring a visitor to school must make arrangements in the Associate Principal's Office at least two days in advance. The visitor must be currently in good standing in a regular high school program. Visitors are not allowed the day before or after a vacation and during the first or last two weeks of a semester.

YOU NEED TO LEAVE SCHOOL DURING THE DAY: Bring a note and stop in the Nurse's Office to get a dismissal slip before school in the morning. **When you leave or return, stop in the Associate Principal's Office with the dismissal slip and sign out or in**.

YOU NEED TO GET SOMETHING FROM YOUR CAR DURING THE SCHOOL DAY: **Students must report to the office, receive permission from the office and then sign out and back in**

YOU WANT TO GO ON A COLLEGE VISIT: Seniors must make arrangements with their counselor **one week** in advance of each college visit. You are allowed (2) per school year; but you may miss each class only once. Approval will be granted if college visitation guidelines are followed.

WHAT TO DO IF:

YOU ARE TARDY TO SCHOOL OR CLASS: Go directly to the class as quickly as possible. Unapproved tardies will cause you to receive detentions. When you have five or more tardies in a class you will be assigned to Saturday suspension for each tardy and will have to take the final exam.

YOU WISH TO USE THE LIBRARY DURING STUDY HALL: Students go directly to the library and sign in at the desk.

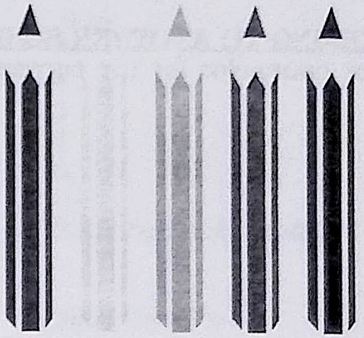
YOU WISH TO GO TO THE NURSE'S OFFICE: You are to get a pass from your teacher and then go to the Nurse's Office.

YOU WISH TO SEE YOUR COUNSELOR: **See the Guidance Secretary to make an appointment.**

YOUR PARENT/GUARDIAN NEEDS TO CONTACT YOU DURING THE DAY: Parent/Guardian should call **285-9631 and touch"O".** Emergency messages will be delivered immediately and other messages will be delivered during the day. **Only messages from your immediate family will be accepted.**

YOU HAVE A DOCTOR'S EXCUSE FROM PE: Turn the excuse in to the Nurse and she will give you a note to take to your PE teacher. **You must attend your class even if you have a doctor's excuse.**

YOU NEED SCHOOL SUPPLIES: They may be purchased before school in the Associate Principal's Office.



WHAT TO DO IF:

YOU HAVE EXTRA TIME AFTER EATING YOUR LUNCH: You may be in the cafeteria, commons, front lobby or on the concrete pad in front of the school. **You may not be in any other area during the lunch period.**

YOU LOSE YOUR ID CARD: Report to the Activities Office to have a new one made. There is a fee for the additional card.

YOUR LOCKER DOESN'T WORK: Go to Guidance Office and it will be reported to a custodian for repair.

YOU HAVE A CHANGE IN YOUR ADDRESS OR PHONE NUMBER: Notify the Guidance Office immediately.

YOU NEED TO USE THE TELEPHONE: A phone is located in the Cafeteria for local calls and a pay phone is located in the front lobby for all other calls.

YOU LOSE SOMETHING OR HAVE SOMETHING STOLEN: Report it **immediately** to the Associate Principal's Office. This is also where the lost and found area is. **Students are advised strongly to keep their lockers locked at all times.**

YOU ARE TRANSFERRING TO ANOTHER SCHOOL OR DROPPING: See your counselor for the correct procedure.

PSAT/NMSQT TESTING

Preliminary Scholastic Apritude Test/National Merit Scholarship Qualifying Test is a national test given in October of each year. Any student may take the test, but only juniors qualify for national merit by taking the exam. There are many scholarships that may be connected to students who achieve National Merit status as commended students or National Merit finalist.

National College Testing Program (**ACT/SAT**) tests are given 5 times each year nationally. for Midwest colleges, ACT testing is most commonly accepted. check with your counselor if you think you need to take the SAT. The ACT test is given at North Scott High School in April of each year.

1999/2000 TESTING SCHEDULE

ACT
October 23, 1999
December 11, 1999
February 12, 2000
April 1, 2000 (Registration deadline - February 25, 2000)
June 10, 2000

SAT
October 8, 1999
November 6, 1999
December 4, 1999
January 22, 2000
April 8, 2000
May 6, 2000
June 3, 2000

GRADUATION REQUIREMENTS

Students must accumulate 50 total credits to receive a North Scott High School diploma. The following specific credits are required:

Health	.05
Language Arts	7
Mathematics	4
Physical Education	2
Science	4
Social Studies	6

	23.5 Specific Credits
Elective Credits	
	26.5 Credits

SCHOOL DAY ROTATION

Classes meet on a two-day rotation beginning with day A. Since all classes meet every other day, it is important for students to know whether each day is an A day or a B day.

If a day of school is missed due to inclement weather, the scheduled day of the rotation which was missed will be held when students return. (For example, if an A day was missed, we will return to an A day.)

OPEN ENROLLMENT

Parents who wish to transfer their child into or out of the district under "Open Enrollment" may get information and pick up the appropriate forms in the Superintendent's Office.

MULTICULTURAL AND NONSEXIST EDUCATION

North Scott students shall have an equal opportunity for a quality public education without discrimination, in regard to race, creed, sex, marital status, national origin, ability or disability.

The educational program shall be free of such discrimination and provide equal opportunity for the participants. The educational program shall foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal educational opportunity shall be directed to the compliance officer by writing to the Superintendent, Title IX, Title VI and Section 504 Compliance Officer, North Scott Community School District, 251 East Iowa Street, Eldridge, Iowa 52748; or by telephoning (319) 285-4819; or by writing to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedures for filing a grievance are available in the central administrative office and the administrative office in each attendance center. (Board Policy #603.4)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. A full copy of the (FERPA ACT) can be obtained at the High School Office.

POST-SECONDARY ENROLLMENT OPTION
- PRE REGISTRATION -

By an act of the Iowa legislature, students may enroll for courses at a post-secondary institution. Funds or this enrollment will be provided by the local school district, providing that the student meets the admissions requirements of that post-secondary institution and that the course(s) taken are not offered by the local school district. Check with your counselor about guidelines.

ENROLLMENT CRITERIA: **Student must have successfully completed eight (8) credits in the specific subject area(s) by the end of the eleventh grade.**

- For enrollment in English Composition, eight credits of college-preparatory English, including Advanced Composition
- For enrollment in Speech, eight credits of college-preparatory English, including Public Speaking I and II
- For enrollment in US History, eight credits of Social Studies, including American History, American History 1960 to the Present, and Economics
- For enrollment in Western Civilization, eight credits of Social Studies, including World History I and II and Honors World Problems
- For enrollment in other Social Studies electives, eight credits of Social Studies electives, including Sociology, Psychology, and Economics
- For enrollment in other course, students will have completed eight credits in the subject area or exhausted the course sequence in the subject area

Ninth and tenth grade talented and gifted students and all students in grades eleven and twelve are eligible and will be reimbursed for tuition and other costs directly related to the course up to $250. Students who take courses during the summer months when school is not in session shall be responsible for the costs of attendance for the courses.

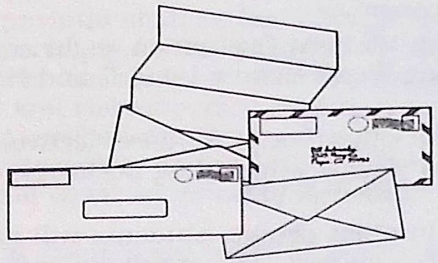
DESIGNATED STUDY TIME (DST)

Designated Study Time (DST) is held each day with attendance required. Students may get assignments for make-up work with a pass from the designated study time teacher. Voting for special events will take place, etc. Multi-occupations students will receive DST information during Multi-occupation class.

- Students are expected to be inside the classroom door before the bell rings.
- No passes to library or bathroom will be issued the first 5 minutes of DST.
- Students should report to the teacher that they may have a prearranged meeting with and remain there the entire period. (Team meetings, makeup work, etc.)

DIRECTORY REGARDING STUDENTS

Directory information will be provided to appropriate agencies upon request. This information would include but is not limited to the student's name, address, phone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and other or similar information as outlined in board policy. Any parent/guardian not wanting this information available to the public must make the objection known in writing to the student's counselor by the end of the second week of school.



SAFETY POLICY

There are certain classes which require that students wear special safety equipment. Students who refuse to cooperate will be removed from those classes.

CLASS RANK

Students are ranked numerically in their class according to their grades during the four years in high school. This rank is always included on transcripts sent to colleges and is available to prospective employers. Grade point averages (G.P.A.) and class ranks are computed and available in the Guidance Office after each semester.

POSTERS AND NOTICES

Only authorized notices and posters are to be displayed on the bulletin boards and walls. A student may request permission through the Activities Office. **Posters must be stamped by the Activities Director - Dennis Johnson.**

STUDENT PROTECTION LEGISLATION

Iowa State law includes legislation to protect students in our schools from physical and/or sexual abuse by school district employees. Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees can't use physical force to discipline a student, there are times when the use of physical force is appropriate.

The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

This law entails a three-step process. If you have reason to believe that your child has been physically or sexually abused by a district employee, a Level I investigator will determine the facts in your case.

If indeed abuse is suspected, the case will be passed on to a Level II investigator. If abuse is still suspected at this level, the Level II investigator will turn your case over to district court officials.

North Scott Community School District's investigator is:

Level I

Barry Lahann, Principal
Alan Shepard Elementary
220 W. Grove Street
Long Grove, IA 52756
(319) 285-8041

Cindy VanDeWalle, Curriculum Cord.
Junior High School
502 S 5th Street
Eldridge, Iowa 52748
(319) 285-5254

Level II

James M. Sweeney & Associates, Inc.
320 LeClaire Street
Davenport, IA 52801
(319) 323-5922

STUDENT RIGHTS AND RESPONSIBILITIES

All students of North Scott High School have the right to be respected, to be free of harassment, and to participate in activities provided they meet the requirements. They have the right to a fair hearing on disciplinary matters and to bring their concerns about school matters to the staff and administration of the building. They also have other specific rights as listed in this booklet.

Along with these rights, each student has the responsibility to have respect for all the members of the school community, have pride and loyalty for the school, make constructive use of school facilities, be responsible for the care of school property and books.
Students are expected to demonstrate good sportsmanship and appropriate behavior at all times, to be honest and trustworthy, and to take advantage of all educational opportunities.

DETENTION POLICY

Detentions are a disciplinary penalty which are **30 minutes in length and are served before school on Tuesday and Thursday mornings.** Detention time starts at 6:55 AM and runs through 7:55 AM. **Detentions must be served within two weeks.**

a. **Any detention not served within a two-week time period will result in an in-school suspension.**
b. **Failure to have detentions completed by the end of a semester will result in the student receiving an out-of-school suspension for the beginning of the next semester.**

STUDENT CODE OF CONDUCT

It is the philosophy at North Scott High that school is an appropriate setting for all youth. The Student Code of Conduct is designed to support this concept by developing, through reasonable and consistent practices, appropriate student behavior patterns. Those behaviors and disciplinary actions set forth in the Code are designed to serve as learning experiences for students.

This section of the handbook includes behaviors and disciplinary actions that indicate the seriousness of the behavior and at the same time provide the school personnel with an additional opportunity to aid the student in developing self-discipline. Disciplinary action is administered through a four level system.

Level 1:
a. Notification of parents by copy of referral sent home.
b. Rule clarification to parents and student.
c. Warning to student.

Level 2:
a. Notification of parents by copy of referral sent home or phone call.
b. Rule clarification to parents and student.
Detention(s) assigned and restitution where appropriate.

Level 3:
a. Notification of parents by copy of referral sent home or phone call.
b. Rule clarification to parents and student.
c. Saturday suspension(s), in-school suspension, out-of-school suspension, and restitution where appropriate. One, all, or a combination of the before mentioned penalties may be assigned at the administration's discretion.

Level 4:
a. Notification of parents by copy of referral sent home or phone call.
b. Out-of-school suspension.
c. Parent(s) and student required to meet with the Principal and/or Superintendent to determine the student's status.
d. Restitution where appropriate.
e. This step could also involve a recommendation for expulsion.

The levels stated previously will cover the violations listed below.

1. **Alcohol use/possession** .... 3 or 4**
2. **Arson** .... 4 **
3. **Assaulting a faculty member** 4**
4. **Assaulting a fellow student** ....3 or 4
5. **Conduct unbecoming a student: cheating, displays of affection, gambling, gang related activity, inappropriate language, sexual harassment, etc.** ....1,2,3 or 4**
6. **Contraband** .... 2,3 or 4**
7. **Drugs, distribution** 4**
8. **Drugs, use or possession** .... 3 or 4**
9. **Fighting** .... 3 or 4
10. **Fireworks or explosive devices, use or possession** .. 3 or 4 **
11. **Imitation drugs, possession (non-prescription)** ..3 or 4 **
12. **Insubordination** .... 2,3 or 4d
13. **Referred for discipline from classroom, study hall, etc.** .... 1,2,3 or 4
14. **Referred for being in unauthorized area** .... 1,2,3 or 4

15.**Tardiness** .... 2 or 3
16.**Theft** .... 3 or 4**
17.**Threat of faculty member** .... 3 or 4**
18.**Threat of fellow student** .... 1,2,3 or 4**
19.**Tobacco, use or possession** ....3 or 4**
20.**Truancy** .... 3 or 4
21.**Unauthorized use of safety equipment: false fire alarm, improper use of fire extinguisher, etc.** ....3 or 4**
22.**Vandalism or defacing school property (Payment for all damages including $100 reward fee)** ....2,3 or 4**
23.**Weapons** .... 3 or 4**

NOTE: FEDERAL AND IOWA LAW REQUIRE MANDATORY EXPULSION FOR A MINIMUM OF ONE YEAR FOR BRINGING A DANGEROUS WEAPON TO SCHOOL OR FOR POSSESSION OF A DANGEROUS WEAPON AT SCHOOL. A DANGEROUS WEAPON IS DEFINED AS A FIREARM WHICH INCLUDES GUNS AND BOMBS.

* May involve referral to Center for Alcohol and Drug Service.

** **In addition to school penalties, these activities may cause students to be referred to the police department.**

Note: It shall be left to administrative discretion as to which of the levels is applied for violations of specific categories.

Due Process: Students involved in discipline or attendance difficulties will be accorded "due process" in the handling of their problems. This includes the right to tell the student's view of the problem, as well as having the teacher's view of the problem presented.

If you are unclear about your status or your rights to due process, ask that they be explained to you.

CLASSROOM DISCIPLINARY POLICY

The policy is a four-step policy for serious infractions in the classroom. Serious infractions include, but are not limited to:

- Emotional outbursts which disrupt the orderly process of the class.
- Open defiance involving refusal to conform to the rules and regulations of the class.
- Loud and boisterous conduct which disrupts the orderly, efficient, and disciplined atmosphere of the class.

Insubordination - continued refusal to comply with the request or direction of the teacher.

This policy will be implemented after teachers have tried the ordinary disciplinary measures and after having at least one individual disciplinary conference with the offending student, unless the incident warrants an immediate dismissal from the class. This policy consists of the following:

STEP I
A student causing problems will be issued a "Step I" discipline referral and will be expected to have had a conference with the teacher.

The teacher will file the discipline referral with the Associate Principal's Office stating the nature of the offense and result of the conference. A COPY OF THE REFERRAL WILL BE SENT TO THE PARENT NOTIFYING THEM OF THE DISCIPLINARY ACTION.

STEP II
A student causing problems a second time in the same class will be referred to the Dean/Associate Principal and a Saturday suspension will be assigned. THE TEACHER WILL CONTACT THE PARENT (S) BY PHONE. A COPY OF THE REFERRAL WILL BE SENT TO THE PARENT NOTIFYING THEM OF THE DISCIPLINARY ACTION.

STEP III
A student causing problems a third time in the same class will be referred to the Dean/Associate Principal and the student will be suspended from that class for two class meetings. The student makes up all work for credit during the suspension from class. The parent will be notified during the time of the suspension and if any of the parties desires a parent conference, it must take place before the student is returned to the class.
A COPY OF THE REFERRAL WILL BE SENT TO THE PARENT NOTIFYING THEM OF THE DISCIPLINARY ACTION.

STEP 4
A student causing problems a fourth time in the same class will be removed from that class for the rest of semester with no credit for the class. The student will be scheduled into some form of restricted placement during the time that class met. A COPY OF THE REFERRAL WILL BE SENT TO THE PARENT NOTIFYING THEM OF THE DISCIPLINARY ACTION.

Note: A student may be placed on any step of this policy depending on the inappropriate behavior and as deemed appropriate by the administration.

SUSPENSIONS

The administration determines the necessity and length of suspending a student from a class or classes. There are three types of suspension; in-school, out-of-school, and Saturday suspension. For suspensions longer than five days, a combination of out-of-school suspension and Saturday suspension may be used.

Credit will be given to a student for work missed while on suspension if the student assumes responsibility for obtaining his/her work and completes it to the teacher's satisfaction. **A student assigned an in-school or out-of-school suspension may not participate in, or attend any school activities during the period of suspension. In addition, the student on an out-of-school suspension may not be on the school grounds at any time during the suspension.**

SATURDAY SUSPENSION

The guidelines for Saturday suspension are as follows:

1. **Saturday suspensions will be held from 8:00 A.M. to 11:30 A.M.**
2. In this program, the students must bring some type of study material to work on during each session. They will be working under the supervision of a staff member who can provide tutoring if needed.

3. The student will be given a reminder sheet one or two days prior to the Saturday they are to serve. All work and books must be brought at the beginning of the session. **Students will not be allowed to go to their lockers.**
4. One short break period will be allowed for students to go to the restrooms.
5. The date(s) for the Saturday Suspension(s) will be determined by the Administration at the time of the Saturday Suspension(s) assignment.
6. Parents will receive notification of the date(s) of the Saturday suspension.
7. **The student and his/her parent are responsible for transportation.**
8. **If a student assigned to a Saturday suspension does not arrive or have materials to work with**, he/she will be assigned a 1 day out-of-school suspension.

GENERAL ATTENDANCE INFORMATION

Any absence from school is a serious handicap not only to the individual student but to our entire school as well. A student's attendance record is an important part of his/her permanent record and is a significant factor in being admitted to a college or getting a job. When a student must be absent, the parent is asked to give both the date and the reason for the absence.

Board Policy Code No. 501.9 **states that students who wish to participate in school-sponsored activities must attend school for at least one-half of the school day of the activity.**

The North Scott School District considers the following reasons for absences valid:

a. illness/injury
b. emergencies
c. funerals
d. religious holidays
e. educational trips accompanied by parents

***** The absences listed on previous page count against perfect attendance!**

Students who are absent for reasons other than truancy, and with parental knowledge will be admitted to class as verified.
(V STATUS)

(H STATUS)

An "H" status does not count toward the six-day cap, but it does eliminate perfect attendance. Students may have an absence recorded as an "H" under two conditions:

a. the student has been hospitalized, and the school nurse has immediate notification of this.
b. the student has a long-term illness (doctor verified) that will cause the student to miss consecutive days (Ex: mono, recovery after surgery).

If immediate (within 1 week of the absence) notification is not obtained, the absence could remain as a "Verified" absence. (V Status)

Attendance is a shared responsibility that requires cooperation and communication among students, parents, and school. To achieve this goal, a parent/guardian is to call the nurse at 285-3217 between 7:30 and 10:00 A.M. on the morning their student will not be attending.

Should parents fail to report an absence, an attempt will be made to contact the parents by phone. In cases where phone contact cannot be made, the student must bring a written excuse to the attendance office before 8:00 a.m. the first day back at school.

The parental excuse should contain the following information:
a. date of absences
b. reason for absence
c. full name of student
d. parent or guardian's signature

Failure to clear an absence will cause the student to be recorded as truant. Detentions, Saturday suspensions, or out of school suspensions could be assigned. For this reason it is important the home communicates with the school prior to or on the day of the absence. In this way, we can avoid problems by working together.

Parents are encouraged to arrange doctor and dental appointments during non-school hours or, if necessary, during study hall time to minimize lost class time.

The student will be able to make up all work due to these absences within each teacher's timeline. Keep in mind, however, that six days of absence in any semester class places the student in a failing status. (See The six-day attendance policy)

1. LEAVING DURING THE SCHOOL DAY:
Students may **not** leave during the school day unless they have received prior permission through the nurse's office. A note or phone call from the parent/guardian will allow the student to pick up a dismissal slip from the nurse to leave.

At the time the student has permission to leave, sign out is required at the Associate Principal's Office. A student returning during that day must sign back in.

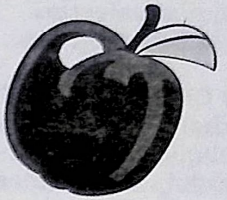
Arrangements for all dismissal slips are to be made prior to 8:00 A.M. on the day of the anticipated absence.

2. UNAPPROVED TARDINESS:
(Go to class and the teacher will keep a record.) Students are to be punctual for all classes, study halls, DST, etc. A student arriving within the first ten minutes after the initial tone will be considered tardy. A student who arrives more than ten minutes late in an 84-minute class period **without a pass** may be counted absent by the teacher at his/her discretion. The teacher will inform the attendance office and the student of his/her decision.

Tardiness to class without an approved pass will be recorded by the teacher. The third tardy will result in one detention, the fourth will result in two detentions, the fifth in a Saturday Suspension and all those following will result in Saturday suspensions. In addition, students receiving five tardies will lose the semester test option for that class.

3. TRUANCY:
Truancy is the intentional missing of a class or classes. Three incidents of truancy in a credit class will cause the student to receive no credit for that semester.

Suspensions are issued for any truancy whether it be for one period missed or all day:
1st offense per semester - one Saturday suspension and parent contact.
2nd offense per semester - one day out-of-school suspension and parent contact.
3rd offense per semester - two day out-of-school suspension and parent contact.
4th offense per semester - four day out-of-school suspension. A parent conference will be scheduled with the Associate Principal, Dean, or Principal before the student will be allowed to return to school. Student and parent/guardian must sign a contract.



SIX-DAY ABSENCE/ATTENDANCE POLICY

The six-day absence policy is based on the fact that **something important** happens in class **every day** and that the activity or interaction with teacher and students can never be exactly duplicated.

In order for the North Scott High School staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the most vital points is that of student attendance. We cannot teach a student who is not present. The following policy has been developed to encourage good attendance:

1. A Three-Day **ATTENDANCE REPORT** will be prepared for every student who reaches three (3) days of absence in a class. The teacher will attempt a conference with the student and obtain the student's signature after the third day of absence. The notice will then be mailed to the parent. The teacher will continue to notify the student of the number of absences accumulated after the third-day notice.

2. A Six-Day **ATTENDANCE REPORT** will be prepared when a student accumulates six (6) absences in a class. The report will be mailed to the parent. A semester absence of six days from any class will place a student in a failing status. The student will remain in the class and will be given verbal notice by the teacher involved. If the student feels that justifiable or extraordinary circumstances have contributed to exceeding the six-day limit, the student may appeal to the teacher for credit. This appeal may be granted if the following conditions have been met:

A. The Appeal Form has been completed and returned to the teacher by the due date specified on the form.
B. Attendance after the six-day limit has been satisfactory.
C. The student has supplied reasons for each absence. Appeals will be granted based upon the student supplying justifiable or extraordinary reasons for the absences.
D. Appropriate doctor statements, if applicable, have been filed with the school nurse.
E. All class work has been satisfactorily completed.
F. Class objectives have been accomplished.

STUDENT APPEAL FOR CREDIT PROCEDURE:

1. Teachers will give verbal notice to all students who have exceeded the six-day limit in their classes.
2. Teachers will have available for students the Student Appeal for Credit form. Teachers will fill in the number of absences and the due date at the time they give the form to the student. (It is suggested that students pick up forms before or after school to allow the teacher sufficient time to answer student questions.)

NOTE: An appeal deadline within the last two weeks of each semester is established. If students exceed the six-day limit after the deadline, the due date of the appeal for credit form will be extended for up to one week after the last absence.

3. Students will have the opportunity to explain and validate their attendance record on the remainder of the form, which then must be signed by the student and a parent/guardian.

4. The student will return the form to his/her teacher prior to, or on the due date, for teacher consideration.
5. The decision to grant credit to students who have exceeded the six-day limit rests with the teacher. The teacher is the one who sets the class objectives and must be the one to determine if those objectives have been met.
6. When the appeal form has been appropriately completed, the teacher will review it, make a decision, notify the student of the decision the last day of class, and forward it to the Principal's Office.
7. The Principal will review all Student Appeal for Credit forms.

In the event a student would like to appeal missing a school day (s) due to a religious holiday not covered by our Christian school calendar, the following guidelines will be followed:

1. The student must fill out an appeal for the day (s) requested.
2. A letter from the parents and documentation of the holidays must be included.
3. A maximum of two days could be allowed. (Our current calendar allows for two religious holidays .... Christmas and Easter)
4. If granted, the counselor will contact the office for an "F" status. The student will maintain perfect attendance if these days are the only days missed.
5. In consecutive years of requests, the student will need to fill out an appeal form and include a letter only (documentation will be on file, so not needed again).

In the event a student would like to appeal missing a school day (s) due to a religious retreat not covered by our Christian school calendar, the following guidelines will be followed:

1. The student must fill out an appeal for the day (s) requested.
2. A letter from the parents and documentation of the retreat must be included.
3. In past practice, we have allowed one week.
4. If granted, the counselor will contact the office for an "H" status. This means the absences will not count toward the 3/6 day cap, but it will eliminate perfect attendance for the student.
5. In consecutive years of requests, the student will need to fill out an appeal form and include a letter only (documentation will be on file, so not needed again).

ADDITIONAL GUIDELINES:
An absence count will start only upon a student's first registered day in a class (within the first three (3) days of class.) A student enrolled in a class after it has met three times will not be able to work toward the semester test option.

When students report to class ill and desire to go to the clinic for the entire period, the teacher has the choice of recording it as an absence or not.

Absences which are due solely to hospitalization or long-term home illness will not be counted in the six-day limit if parents immediately provide the school with a written doctor's excuse which lists the specific dates in question.

Class absence as a result of approved school activities, will not count within the six-day limit. Unless otherwise indicated, students who miss class due to requests from administrators and counselors fall within the approved school activities category. Administrators and counselors will do their best to call students from classes only when other opportunities are not available.

Students denied course credit due to this policy may utilize the due process procedures available at North Scott High School. Students who desire to appeal the days of notification of the teacher's decision, and return a completed form to the Principal's Office.

SEMESTER TEST OPTION

In addition to the policy, a semester test option is available to all students who are able to obtain perfect attendance in a class for the entire semester.

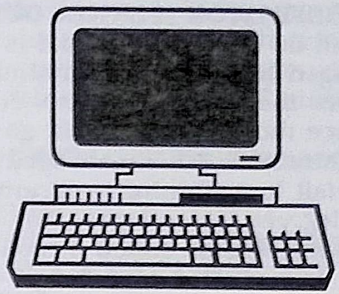
Students who are not absent from a class for the entire semester will have the choice of not taking the semester test in that class. The semester grade would then be determined by averaging grades for both quarters. Students with perfect attendance may opt to take the semester test, but it will only be counted if it improves the final grade. Students accumulating five (5) tardies per semester in a class will not be able to work toward the semester test option.

Class absence as a result of approved school activities will not count against a student's attendance record. It will, however, be recorded in the office and appear on the student's record. Seniors striving to maintain perfect attendance need to see their counselors for the guidelines in applying for college visitations.

Students striving to attain this bonus need to understand the following guidelines:

1. The semester test option is a REWARD not a punishment. Prior to this policy, everyone took semester tests. A student has eight opportunities in his/her high school career to work toward this option.
2. Perfect (100%) attendance is difficult to achieve. We recognize circumstances arise that make perfect attendance impossible. Example - accidents, funerals, illness, family emergencies, etc. We fully expect students to miss school on these days (with parent verification). Students are reminded they are able to work toward the attainment of this option the following semester.
3. Perfect attendance exemptions are rarely made in regard to the semester test option. Any student wanting to appeal an absence to maintain perfect attendance status may pick up a form from his/her guidance counselor.

Any clarifications or questions should be directed to the Attendance Committee.



COMPUTER SCHEDULING

North Scott does its own computer scheduling. Every attempt is made to see that each student is scheduled for the courses the student selected. We also attempt to balance the number of students in each class. For these reasons we do not consider student requests to change sections of a class.

The counselors will initiate changes when a student is scheduled in a course inappropriately or when the computer was unable to balance the sections.

1. The pre-registration process assumes that students made informed choices at the time that they pre-registered for classes. The pre-registration process serves as the foundation for the budgeting of textbooks, materials and staffing for the various courses that students sign up for.
2. No schedule changes will be made during registration unless one of the following criteria are met and approved through Mr. Wood, Associate Principal.
    a. A Change is necessitated because of a class failure.
    b. Computer error.
    c. Inappropriate placement -
    If a student is placed in a level of class that is significantly above or below that students ability level then a request will be considered for a change.

Change requests can be made through the students counselor and must be accompanied by:

- A brief request from the students parent/guardian.
- The counselors recommendation. (Counselors will contact the most recent teacher the student has had in the subject area to validate the request.)

COLLEGE VISITATION (SENIOR GUIDELINES)

Choosing what one will do after high school is a major decision. Students are encouraged to collect information and explore opportunities whenever they learn of a new college major or training program. Since most students will go on for further training after school, students are encouraged to learn about the school campus. Any visit to a training program from one year programs to college degrees (at colleges, universities, training schools, and the military) will be called a "college visit."

One of the main factors for choosing a school and later becoming a successful student is a student visit to the school while it is in session. Therefore, we encourage students to visit as many schools as necessary by making use of days when the high school is not in session (in-service days, conference days, and some high school holidays). Counselors will be glad to assist in making those appointments.

Students are reminded that they may take any college day they feel necessary with parent verification, and it will be recorded as a "V" (verified) and will count toward their 3/6 day limit.
The attendance committee meets twice per month. Requests made less than two weeks prior to a visit may need to wait until after the visit for the committee's decision.

COLLEGE VISITS

1. Only seniors will be considered.
2. All visits must be set up and cleared by the Guidance Department one week in advance.
3. Appointments must be made through the student's counselor.
4. A maximum of 2 days per year to different colleges may be allowed, but a senior may miss each class only once.
5. "Release from class" form must be signed by appropriate teachers and returned to Guidance Office prior to visit. These forms are available in the Guidance Office.
6. Counselors will not clear the absence until college contact is complete.
7. College visitation requests made less than one week prior to the actual visit may not be granted.
8. Requests for consecutive day visits to different colleges must be brought before the Attendance Committee for consideration.
   A third college visit day may be permitted if a student is requested to return to a college for scholarship testing, auditions, interviews, etc. (Documentation for a third college visit may be required.)
9. Any requests 4th quarter may be brought before the Attendance Committee for consideration. Visitations the last to weeks of the senior school year will not be considered.
10. Students in failing status due to the attendance policy will not be allowed college visitation with a "F" status.

<u>As with all absence, parent verification is needed.</u>

STATUS CLARIFICATION:
"VERIFIED: (V) - ABSENCE WITH PARENT VERIFICATION. IT COUNTS TOWARD THE 3/6 DAY LIMIT, AND DOES ELIMINATE PERFECT ATTENDANCE.

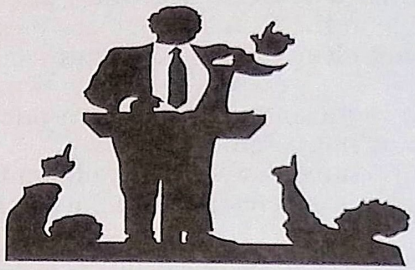
"SCHOOL-RELATED" (F) - SCHOOL SPONSORED AND FACULTY CHAPERONED FIELD TRIPS, EXTRA-CURRICULAR ACTIVITIES THAT TAKE PLACE WITHIN THE SCHOOL DAY, COLLEGE VISITATIONS THAT FOLLOW THE SENIOR GUIDELINES, AND JOB SHADOWING EXPERIENCES. AN "F" DOES NOT COUNT TOWARD THE 3/6 DAY LIMIT, AND DOES NOT ELIMINATE PERFECT ATTENDANCE.

COLLEGE REPRESENTATIVE/RECRUITERS VISITING STUDENTS AT SCHOOL

1. Recruiters and representatives must contact the Guidance Department for an appointment.
2. Appointments must be set up by the counselor two days in advance.

3. Students may utilize this with an "F" status only twice a year per class.
4. Each visit may last a maximum of 40 minutes if the student does not want to be counted absent from the class he/she is missing.

"Release from class" form needs to be completed and returned to the Guidance Office at time of meeting. Forms are available in the Guidance Office.



TEACHER'S GUIDELINES FOR RELEASING STUDENTS TO MEET WITH COLLEGE REP

1. It is the teacher's decision whether or not to allow a student to leave the class.
2. A maximum of 40 minutes will be allowed if the student does not want to be marked absent.
3. The teacher's decision will be based on the activity that will be missed, previous attendance, homework, etc. The absence will be recorded as "F" if the teacher allows such an absence.

SNOW DAYS

For information regarding the closing of school during inclement weather, listen to the radio stations WOC-1420, KUUL-103.7, KMXG-96.5, WLLR-101.3, WLLR-1230, KCQQ-106.5, WHTS-FM-98.9, WKBF-1270, KBOB-99.6, WXLP-97.5, and KJOC-1170. TV stations such as KWOC-TV, WQAD-TV, KLJB-TV will also have information. **Special events which are canceled will also be announced.** **Please do not call the school.**

GYM CLOTHES

Students must wear neat and appropriate attire for all gym activities. Additional clothing may be necessary when gym class is outside.

The second time students don't dress for PE during a quarter, they will receive a detention and the third time they will be withdrawn from PE.

STUDY HALL ABSENCES

Study halls are designed to allow study time within the school day. Students are able to seek help from teachers and peers at this time, and are able to use the facilities the school provides, such as the media center.

The study hall format allows students to miss a particular study hall period (with parent verification) for doctor appointments, family emergencies, and other necessary situations that occasionally arise. It is not designed to allow the student to miss that portion of the school day on a regular basis. Frequent absences from study halls will result in a referral to a school administrator.

STUDY HALL

The study hall is located in the Cafe/Commons area.

Rules:

1. Students are expected to bring study materials.
2. After attendance, students may use the vending machines; however, all food and/or beverage is to be consumed only in the cafe/commons area.
3. Students are to report directly to the library and sign in at the desk.
4. Students with a pass to a teacher are to sign out with the study hall teacher and then go to the teacher who gave them a pass.
5. If a student wishes to see a guidance counselor, the student reports to study hall and makes the request to the teacher. The teacher will relay that request to the counselor, and if the counselor is available, the counselor will get the student.
6. The teacher may send students to a locker, the restroom, the Nurse's Office or the Associate Principal's Office with a pass.
7. Students are expected to use the time for quiet study but they may work with their friends as long as there is no inappropriate behavior (i.e. horseplay, yelling, etc.).
8. No dice or card games are allowed.

LOCKERS

1. Students are loaned a hall locker at the beginning of each school year.
2. The student(s) assigned to the locker is responsible for its condition and will be charged for any damages. **Students should bring a padlock and keep the locker locked.** To insure a student is properly maintaining the assigned locker, lockers will be inspected from time to time.
3. The locker is to contain only appropriate items, school materials and personal belongings necessary for attendance at school, be kept clean and have nothing on the outside of the

door. Not cooperating with these guidelines may cause a disciplinary penalty to be assigned.

4. Writing on the inside or outside of lockers is not appropriate and will be treated as vandalism.. Sexually suggestive, pornographic, inappropriate decoration, vulgar material, or writing on the outside or inside of lockers is prohibited. The defacement of or damage to a student locker will be treated as vandalism.
5. **Students are expected to be in their assigned locker. Any change in locker assignment must be done through the Guidance Secretary.**
6. The school is not responsible for any items or materials lost or stolen from any student's locker.
7. Every student is responsible for the contents of his/her own locker. Anything found in the locker will be the responsibility of the student to whom the locker is assigned.
8. Under no circumstances shall any item which is illegal in the State of Iowa be kept in any student's locker.
9. A student, the student's belongings, or locker may be searched by school officials whenever they have a reasonable suspicion that the student has violated or is violating either the law or school rules bearing on order or safety and that the search will produce evidence of the violation. The student may be invited to be present for the search when feasible. Any contraband (items possessed in violation of law or school rules) will be confiscated and may be turned over to law enforcement.
10. Locker inspections may be conducted by school officials without any suspicion of wrongdoing by students. Either the student whose locker is being inspected or another person shall be present when a school official conducts a locker inspection.
11. From time to time, school officials will patrol the parking lot. Items of contraband that are visible when a person looks into a student's vehicle may create a reasonable suspicion for further search. The student will be asked to consent to the search.
12. If consent is refused, the student's parent or guardian will be contacted for consent. If the apparent contraband is illegal, law enforcement will be contacted.

STUDENT DRESS CODE

Students are expected to dress in a clean, neat and appropriate manner. Inappropriate student appearance that is disruptive to the educational program and environment is not acceptable. Students must wear appropriate footwear.

Students may not wear clothing or other apparel that promotes products illegal for use by minors (alcohol, drugs, or tobacco) or clothing that displays obscene material, profanity, or references to subversion. Hats and other forms of headgear are not permitted to be worn in the building. Students who violate the guidelines will be asked to correct the problem before they may go to classes.

STUDENT HARASSMENT

All students have the right to be free of harassment by other students at school, on school district property, on school buses, at school activities, and on non-school property

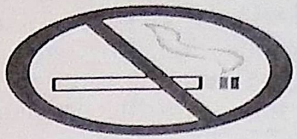
Prohibited harassment includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability. Harassment is an abuse of power that is defined from the victim's perspective, not the perpetrator's.

The unwelcome contact, conduct, or communication that embarrasses, agitates, disturbs, or troubles students is harassment when:

a. Submission to such behavior is made either explicitly or implicitly a condition of a student's education or participation in school activities.
b. Submission to or rejection of such behavior by a student is used as the basis for decisions affecting the student.
c. Such behavior has the purpose of effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Examples of harassment include but are not limited to:
Name calling, grabbing, touching, blocking one's movement, comments about one's body, clothing, or physical appearance, gossip, innuendoes, verbal comments, suggesting or demanding sexual involvement, graffiti, written comments, gestures or jokes, whistling, catcalls, or offensive noises.

Retaliation against anyone who has filed a harassment complaint or participated in such an investigation is strictly forbidden.
Any student who feels he/she has been harassed should:
a. Communicate to the harasser that the behavior is to stop. The student may seek help in this communication from a teacher, counselor, or administrator.
b. If the harassment does not stop or the student is uncomfortable with such a confrontation, the student should tell a teacher, counselor, or administrator and write down the details of the harassment and give a copy to a teacher, counselor, or administrator. Complaint forms available in Principal's Office.



STUDENT SMOKING

SMOKING BY STUDENTS ON SCHOOL PROPERTY OR AT SCHOOL ACTIVITIES IS PROHIBITED.

Suspensions are issued **per semester** for students caught smoking as follows:

1st offense - one Saturday suspension and parent contact. A police referral will be made.

2nd offense - one day out-of-school suspension and parent contact. A police referral will be made.

3rd offense - two days out-of-school suspension and parent contact. A police referral will be made.

4th offense - Four days out-of-school suspension. A police referral will be made.

STUDENT PARKING

Students driving to school are to park only in areas designated for students. These two areas are the student lot north of the auditorium and east of the new gym along 1st Street. Students are not permitted to park in the circle drive east lot or behind the high school building (south) until 4:30 in the afternoon. These areas are reserved for faculty, administrators, staff, and visitors.

Similar to locker searches, school authorities may search a student's car without a warrant when there is reasonable suspicion that items in violation of school policies are inside. Students are not permitted to be in the parking areas from the time of their arrival until their departure without permission from the administration. When students leave they are to leave through the nearest exit and not use the circle drive.

Any car parked in a no parking area or fire zone will be ticketed and/or towed. Any car occupying more than 1 parking space will also be ticketed.

Busses have the right-of-way at all times!

TELEPHONE

An office phone may be used only for school-related business and is limited to a **one-minute** conversation. A phone is located in the cafeteria for local calls only and should be limited to **one-minute conversations**. A pay phone is located in the front for long distance and personal use.

ID CARDS

At the beginning of the school year each student will be issued a photo ID card. This card must be presented when checking out library materials and attending athletic events.

INTERSCHOLASTIC ELIGIBILITY

Freshmen are eligible the first semester they are in high school. Second semester freshmen, sophomores, juniors and seniors must have passed four full credit subjects the previous semester. Other eligibility criteria are found in the athletic and activities handbook.

ACADEMIC HONORS AWARD ASSEMBLY

An awards assembly is held in the spring of each year to honor students for their academic achievements. The honors are based on academic achievement during the spring of the previous year and the fall of the current year. The grade-points are not averaged and the lowest grade-point determines the level of honors.

Academic Excellence is awarded to those who earn a 4.000 grade point. **First Honors** is awarded to those with a grade point between 3.750 and 3.999; and **Second Honors** is awarded to those whose grade point is 3.500 to 3.749.

SEMESTER TESTS

Semester tests are administered at the end of each semester. The semester test counts approximately 20% of the final grade. Students who have perfect attendance for the semester have the option of not taking the semester tests. If students with perfect attendance choose to take the semester test, the test can only improve their grade.

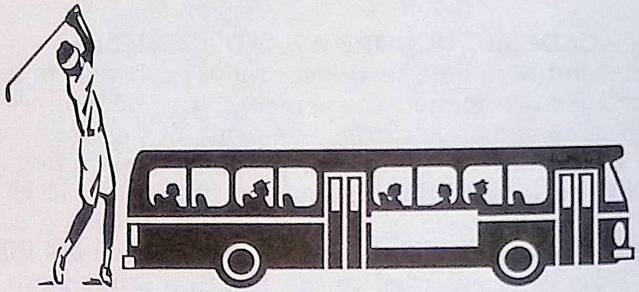
LIBRARY

Library materials are checked out for two weeks. Reserve materials may be used in the library or checked out overnight. Materials checked out overnight are due before school the next morning.

The Scott County Library in Eldridge is available to students when the materials needed are not in the school library. The high school librarian or library assistant will issue a pass to the student; the student will then sign out in the Attendance Office. The librarian at the Scott County Library will indicate the arrival and departure time on the pass.

FAN BUSES/ FIELD TRIPS

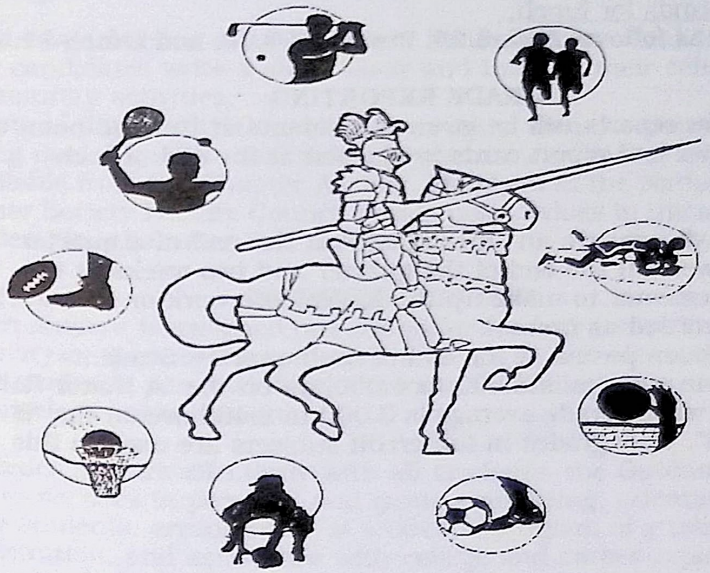
Students on field trips, in contest, or at athletic events as participants or team members must ride school transportation to and from event unless excused by parent/guardian through the sponsor, activities director, or principal.



GUIDELINES FOR SPORTING EVENTS

Be a Lancer fan by coming to the events and supporting your teams. Student sections are set up for football and events in the gym. North Scott High School is always interested in improving and promoting sportsmanship at our athletic events. With this in mind, these guidelines are to be followed:

- Students will not yell or chant derogatory or profane statements at our opponents or officials. Show them respect at all times.
- Students who display inappropriate sportsmanship at events will be removed from that event and will not be allowed to attend any events for the remainder of that sport season and possibly for the rest of the school year.
- No seating will be permitted in the first row of the pit for spectators. Students are to limit their movement out of the seating sections to half-time and between games.
- The playing floor is reserved for the team, officials, and cheerleaders. Students are to stay off this area during the ball game or match. We ask that students not come down on the floor to do stunts (like forming pyramids) due to the liability factor and the chance of injury. We are concerned about the safety of our students



- Do not throw money or other items on the playing area which may cause injury to our players. Recognize and appreciate skill in performance regardless of affiliation
- Booing is not appropriate at sporting events.
- All banners and signs are not allowed to be displayed as per conference and state guidelines. Artificial noise makers are not allowed.
- If you leave the stadium or building, you may not re-enter.

With the above guidelines in mind, all students are encouraged to attend and enjoy our athletic events. we want our students to have a positive attitude and show their spirit, but like our participants, the spectators must stay within the boundaries and show responsible behavior.

FOOD/LIQUID CONTAINERS

NO OPEN BEVERAGE CONTAINERS MAY BE IN THE HALLS OF THE HIGH SCHOOL.

No food or drink is to be consumed in the halls.

CAFETERIA

Lunch cards may be purchased or money added to your account balance before school in the Activities/Associate Principal's Office or during the lunch periods at the window in the commons. All food is to be eaten in the cafeteria only. No student may leave the school grounds for lunch.

Prices are as follows: Milk-$.25, Breakfast-$.70, and Lunch-$1.40.

GRADE REPORTING

Mid-quarter reports will be given to students at the mid-point of each quarter and report cards are issued at the end of each quarter.

Students who receive an "Incomplete" at the end of a quarter have one week at the end of the quarter and two weeks at the end of a semester to make up the incomplete work or that work will be recorded as "zeros".

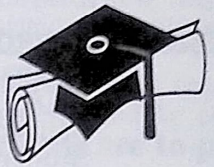
Honor rolls are posted at the end of each quarter. Students whose grade average is 3.500 to 4.000 are on the "A Honor Roll" and those whose grade average is 3.000 to 3.499 are on the "B Honor Roll". Only grades in full credit subjects are used in this calculation.

GRADING SYSTEM

"A" - Excellent	4.000 Grade Points
"B" - Good	3.000 Grade Points
"C" - Average	2.000 Grade Points
"D" - Below Average	1.000 Grade Points
"F" - Failing	0.000 Grade Points
"H" - Withdrawn	
"I" - Incomplete	
"G" - No grade given	

CLASS PROMOTION

In order to be considered a sophomore, a student is required to have more than six and one-half (6.5) credits. To be considered a junior, a student is required to have more than eighteen (18) credits. To be considered a senior, a student is required to have more than thirty and one-half (30.5) credits.



NATIONAL HONOR SOCIETY

North Scott High School sponsors the Phyllis Heuer Chapter of the National Honor Society. Members are selected from the Sophomore, Junior and Senior classes on the basis of character, scholarship, leadership and service.

Students achieving a 3.400 GPA or better become candidates. The candidates write a short essay and indicate their school and community activities.

A vote of the Faculty Council is then taken with the decision being final. The dismissal policy is given to candidates and is available from the Chapter Adviser. Members of the National Honor Society Faculty Council assign point values in the areas of leadership, character and service.

GUIDANCE SERVICES

Each student is assigned one counselor for four years. The primary purpose of the counselor is to act as a student advocate. The student's personal development and fulfillment are a counselor's main concern.

In order to work effectively with all students, the Guidance Office offers services in personal and group counseling, orientation of new students, arrangement of students' program of studies and registration, and assistance with college and career exploration.

For more information see the guidance handbook.

NORTH SCOTT ACTIVITIES PHILOSOPHY

Participation in activities is an important aspect of student life. However, a student's first priority is to be successful in the classroom. We, the administration and faculty, feel that a pupil should be passing four academic classes in order to participate in any co-curricular or extra-curricular activity.
It is the sponsor's responsibility to check the eligibility of the participants. It is the responsibility of the participant to achieve this standard if he/she wishes to participate in any co-curricular activity at North Scott.

Participants in all co-curricular or extra-curricular programs are also subject to all school rules, which include, attending school for at least one-half of the school day of the activity and the use/abuse of drugs or alcohol

EXTRA-CURRICULAR PROGRAMS

Athletics
Athletic Trainers
Baton Twirlers/Flag Team
Cheerleading
Close-Up
Dance Team
Drama
F.F.A.
Lancer Productions
Student Congress
S.A.D.D
Swing Choir

CURRICULAR PROGRAMS

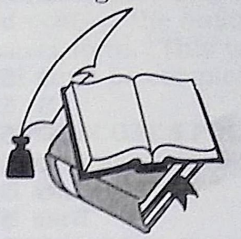
Chamber Singers
Concert Band
Symphonic Band
Debate Team
Jazz Band I and II
Newspaper (Lance)
North Scott Singers
Red Choir
Silver Choir
Yearbook (Shield)

CO-CURRICULAR PROGRAMS

Art Club
Foreign Language Club
Morning Star
National Honor Society
Science Club

DRIVERS EDUCATION PROGRAM

The AEA runs the Drivers Education Program for the North Scott School District. The fee during the School year is $225.00.



TEXTBOOKS AND FEES

Textbooks are checked out to each student at the beginning of the course. A record is kept of the condition of the book and the book number. Students not returning the book or returning a damaged book will be charged for replacement or repair.

A general registration fee of $60.00 is charged each student. And additional fees are also charged for certain courses.
Students/parents/guardians are to pay all fees at registration.

HIGH SCHOOL COURSE FEES FOR 1999-2000

( ) = INDICATES REDUCED FEES

Business	
Introduction to Word Processing	$ 3.00 (1.80)
Word Processing II	$ 3.00 (1.80)
Industrial Technology	
Manufacturing Technology	$10.00 (6.00)
Communications Technology	$10.00 (6.00)
Energy & Power Technology	$10.00 (6.00)
Construction Technology	$10.00 (6.00)
Transportation Technology	$10.00 (6.00)
Drafting I	$10.00 (6.00)
Drafting II	$ 5.00 (3.00)
Industrial Drafting	$ 5.00 (3.00)
Architectural Drafting	$ 5.00 (3.00)
Woodworking I	$10.00 (6.00)
Woodworking II	$10.00 (6.00)
Carpentry	$10.00 (6.00)
Metalworking I	$10.00 (6.00)
Metalworking II	$10.00 (6.00)
Small Engines Technology	$ 5.00 (3.00)
Auto Maintenance	$ 5.00 (3.00)
Auto Mechanics	$ 5.00 (3.00)

Family and Consumer Sciences	
Basic Foods	$10.00 (6.00)
Individualized Foods	$10.00 (6.00)
Cultural Cooking	$10.00 (6.00)
Art	
Art Survey	$ 5.00 (3.00)
Drawing I	$ 5.00 (3.00)
Painting I	$ 5.00 (3.00)
Ceramics I	$ 5.00 (3.00)
Printmaking I	$ 5.00 (3.00)
Drawing II	$ 5.00 (3.00)
Painting II	$ 5.00 (3.00)
Ceramics II	$ 5.00 (3.00)
Lettering/ Commercial Art	$ 5.00 (3.00)
Driver Education	$225.00(135.00)
Music	
Choir Robe Cleaning	$10.00 (6.00)
Agric Science/Technology	
Agric Science I	$ 5.00 (3.00)
Agric Science II	$ 5.00 (3.00)
Intro Horticulture/ Greenhouse Mgt.	$ 8.00 (4.80)

Activity tickets are available for the 1999-2000 school year and are priced as follows: $25.00 for students and $35.00 for adults. They may be purchased in the activities office or at all athletic events.

Admission prices for all **varsity football** events will be $3.00 for students and $5.00 for adults. Admission for **varsity volleyball, basketball, and wrestling** will be $3.00 for students and $4.00 for adults. All other varsity events will remain $2.00 for students and $3.00 for adults. **(These prices do not include district or state events.)**

STUDENT FEE WAIVER

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP) Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students

whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees.

Parents or students who believe they may qualify for temporary financial hardship should contact the building principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

SCHOOL RECORDS POLICY

The following records are maintained in the Guidance Office:

1. The cumulative record folder
2. The permanent record card
3. The parent or eligible student has the right to review educational records, request an amendment to those records, and receive copies of the records at the current cost charged for a copy.

These records remain in the active file until a student graduates or becomes twenty-one. At that time the following happens:

1. The cumulative record folder is destroyed.
2. The permanent record card is microfilmed. The film is stored at the Administration Office and the card is stored at the High School.

STUDENT CONGRESS

Members of the Student Congress are elected at large from each class on the basis of proportional representation. Members are expected to provide good leadership, to maintain excellent records of self-discipline and to contribute to developing Lancer Spirit.

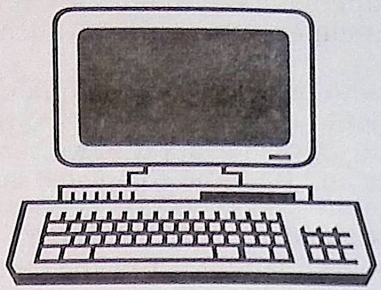
A Student Congress member will have the opportunity to develop leadership skills in planning, goal-setting, evaluation, communication and parliamentary procedure.

INSURANCE

Student medical insurance is available every fall for those who wish to purchase it. Students involved in athletics must have either this insurance or a signed statement from a parent/guardian that the student already has medical insurance.

HEALTH SERVICE

The School Nurse is on duty at all times. Any student who becomes ill or injured is to report directly to the nurse. All prescription or non-prescription ,medication is to be dispensed[through the Nurse's Office. Special permission forms are necessary for dispensing medication.



INTERNET GUIDELINES

Note: Parents who object to their student utilizing the Internet may file a written request that their student be excused from the instructions. The superintendent shall have the final authority to determine the alternate activity or study.

USE OF INTERNET

Students will be granted access to the Internet only after receiving training in its use and guidelines. These guidelines will inform students of the appropriate use of the Internet and the consequences for violation of this policy and regulations. These guidelines will be made available to all parents as part of a student handbooks.

- Equal Opportunity - The Internet shall be available to all students within the district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

Restricted Material - Students shall not intentionally access or download any text file or picture, or engage in any conference that includes material which is pornographic, obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

- Unauthorized Costs - Students and employees will be prohibited from making any unauthorized purchase via the Internet, and doing so may result in disciplinary action. A student who gains access to any service via the Internet which has a cost involved or incurs other types of costs will be responsible for those costs.

STUDENT VIOLATIONS - Consequences and Notifications
Students who violate this Internet Policy shall be subject to the individual school's discipline policy, the appropriate action described in board policy or regulations or the following consequences:

- **First Offense** - For the first violation during the school year, a verbal and written "Warning" notice will be issued to the student using the Internet Student Violation Form. The student will lose Internet access for one week. A copy of the notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

- **Second Offense** - On the second violation during the school year, a verbal and written Second Infraction Notice will be issued to the student. A copy of the notice will be sent by mail to the student's parent/guardian and a copy provided to the building principal. The student shall forfeit all Internet privileges for a minimum period of three weeks. The student and parent/guardian will be required to meet with the building Internet administrator and the building principal during the forfeiture period or access rights to the Internet will not be reinstated.

Third Offense - On the third violation during the school year, a verbal and written Third Infraction Notice will be issued to the student. A copy of the notice will be sent by mail to the student's parent/guardian and a copy provided to the building principal. The student shall forfeit all Internet privileges for the balance of the school year. The student and parent/guardian will be required to meet with the building Internet administrator and the building principal during the forfeiture period or access rights to the Internet will not be reinstated the following school year.

NOTES